

Summary of ITEAMS Tabs



TEXAS
Health and Human
Services

Texas Department of State
Health Services



► Welcome

- Important Information about ITEAMS
- Relevant pop-up message from webpage

► Site Information

- Change address (also email the ITEAMS PharmacyHelpdesk of the change)
- Change/update hours of operation
- Updates contact information
- To change name of facility – email the ITEAMS PharmacyHelpdesk
- Add a contact - Note: the current version of ITEAMS has a glitch and will populate an error message when attempting to add a contact name- Please call/email the pharmacy to add a contact.

► Receiving

- Receive orders into your inventory
- Manually add items to inventory via "Add Line" button
- Check tracking of orders from LSO

► Doses

- Doses Administered
 - Record drugs given or used at your facility
- Doses Administered History
 - Review administered history by month/year
 - Correct recorded doses administered by month/year

► Inventory

- Transfer Order
 - Transfer of meds to another facility (providers that your site provides meds to)
 - Note: Returns to Pharmacy are not documented as transfer orders.

****FOR RETURN of Drugs or destruction policy and procedures, please see last page****

- Wasted/Expired
 - Record items that were wasted or expired
- Provider C-33
 - Reconciliation done every 30days (TB and ZOO programs)
 - Recording of Drug Returns **Approved** by Pharmacy Branch
- Talley Sheet
 - Print out list of items in ITEAMS inventory
- Current Inventory
 - Reconciliation done every 30days (STD, HD, IDC and SYR programs)

Summary of ITEAMS Tabs

► Place Order

- Bulk Order
 - Ordering of stock bottles, Tubersol, Bicillin, **Rifapentine**, syringes etc. ("**ADD**" button)
 - Viewable list of ALL Bulk Orders submitted ("**Filter**" button)
- Packet Order
 - Ordering of STD packets and TB DOT packets ("**ADD**" button)
 - Viewable list of ALL Packet Orders submitted ("**Filter**" button)
- Bulk Order History
 - History of all bulk orders ordered
- Packet Order History
 - History of all packet orders ordered

► Reports

- Monthly Biological
 -
- Tally and Physical Count
 -
- Wasted and Expired
 -
- Doses About to Expire
 -
- C-33 History Report
 -
- Inventory Report
 -

► Help

- Help Desk Information
 - Contact Information of current Help Desk Support Staff

****FOR RETURN of Drugs or Destruction Policy and Procedures****

Each Class D-licensed pharmacy in the state of Texas is required to have a Policy and Procedure manual which will outline, among other things, a procedure for Drug Destruction and Returns. Compliance with this procedure is overseen by the Pharmacist-in-Charge (PIC) who is under written agreement to provide services for your pharmacy.

The DSHS Pharmacy Branch cannot be responsible for the return/disposal of expired medications for Class D pharmacies for whom our pharmacists are not the PIC. Therefore, local and private medication providers (i.e. non-DSHS facilities) should institute and follow their own procedures for medication destruction.